

PLANNED UNIT DEVELOPMENT (PUD) - DEVELOPMENT STAGE APPLICATION

Return to:

Department of Community Development
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
(651) 490-4682

Project Name: _____

Concept Stage approval – date: _____

Site Identification:

Address: _____

Property Identification Number: _____

Legal Description: _____

Applicant:

Name: _____

Address: _____
City State Zip Code

Telephone Number: _____ (daytime) _____ (home)

Fax Number: _____ E-Mail: _____

Property Owner (if different from applicant):

Name: _____

Address: _____
City State Zip Code

Signatures:

Applicant: _____ Date: _____

Property Owner: _____ Date: _____

Date Received by City: _____ By Whom: _____

FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. **One** folded and collated copy of the plan sheets, on 11"x17" half-scale print. **One** 8½"x11" reproducible print for each required sketch, drawing, or plan. **Four** 20"x30" copies of each plan sheet for staff review. The plan sheets shall include the following components (refer to Attachment B for an explanation of the information to be included in each component):
 - A. Proposed Land Use and Phasing Plan
 - B. Public Facilities and Grading Plans
 - C. Proposed Building Elevations
 - D. Subdivision Component (if applicable)
4. A written description of any Development Code deviation. This statement shall address:
 - a. The amount or type of variation proposed from the requirements of the Development Code and an explanation why this code is too stringent for practical use of the subject property (copies of the Development Code are available).
 - b. The Planning objectives to be achieved by the PUD (refer to Attachment A).
 - c. How a more desirable environment could be achieved through the proposed PUD than if strict enforcement of the development codes is required.
 - d. Compatibility of the proposed variation(s) with adjoining uses.
5. Completed preliminary plat or minor subdivision application, if applicable.
6. Filing fee of \$500.00 plus \$25.00 per lot (make check payable to City of Shoreview). **The filing fee is non-refundable.**

REVIEW PROCEDURE

1. Upon receipt of a completed application and all associated applications, the City Planner will process the application in accordance with the following.
 - A. Planning Commission/City Council Review. Applications that require review by the Planning Commission and City Council shall be processed after receipt of a complete application that contains all the required submittal information. The City Manager shall refer the application to the Planning Commission and establish a date for hearing of the application. The application shall be heard and acted on by the Planning Commission and City Council in accordance with Minnesota Statute 15.99.
 - i. Planning Commission. The Planning Commission shall hold a hearing, preceded by mailed notice as required by Section 203, in consideration of granting the request. The Planning Commission shall review the application in accordance with the requirements of the Development Ordinance. Upon review of the application, the Planning Commission will recommend to the City Council approval and conditions thereof or denial and the reasons thereof, or shall table the application for further consideration.
 - ii. City Council. Upon receipt of the report from the Planning Commission, the City Council shall consider the application. The City Council shall, taking into consideration the advice and recommendations of the Planning Commission, table, grant or deny the application in accordance with the requirements of the Development Ordinance.
 - B. Notice and Hearing Procedure.
 - i. Mailed Notice. Notice of the purpose, time and place of a public hearing shall be mailed at least 10 days before the date of the hearing to each recorded owner of property within 350 feet of the perimeter of the property, which will be the subject matter of the public hearing. An affidavit containing the names of the property owners and the addresses to which the notices were mailed shall be made a part of the record of the proceedings.
 - ii. Failure to Give Notice. Failure to give mailed notice or defects in the notice shall not invalidate the proceedings provided a bona fide attempt has been made to comply with the mailed notice requirement.
 - C. Issuance and Conditions. If approved, the Council may impose conditions and safeguards therein to insure that the proposed use will not be detrimental to the health, safety or general welfare of the community and that the use is in harmony with the general purpose and intent of the Development Ordinance and the Comprehensive Guide Plan. If denied, the City Council shall provide the reasons thereof.

REVIEW PROCEDURE continued

- D. Decision. The City Council has the authority to table, grant or deny the request in accordance with the requirements of the Development Ordinance upon majority vote of its membership, unless otherwise stated in the ordinance.

NOTES

1. An application cannot be accepted until each of the filing requirements listed above has been satisfied.
2. The purpose of requiring the data referenced in the filing requirements is to permit the City to thoroughly evaluate your proposal relative to City ordinances and policies. Refusal or inability to provide the requested information may jeopardize scheduling of your request. Information submitted with this application will be made available to anyone who may request it.
3. The City of Shoreview recommends that you discuss your proposal with the adjoining property owners before you submit this application. In so doing, you may reduce the time required by the City to act on your proposal.
4. Please be advised that before any site grading or installation of any improvements will be authorized, the developer must obtain Final PUD approval.
5. City Code prohibits using a PUD to authorize a variation in the standards for sanitary sewer, group useable open space, maximum lot coverage, screening or landscaping or performance standards set forth in the Development Code.
6. The applicant and property owner shall be responsible for paying any out-of-pocket administrative, engineering, or legal expense incurred by the City to process this application or to enforce any condition(s) of any resulting approval or permit.

ATTACHMENT A
Objectives for Planned Unit Developments

The City of Shoreview recognizes that there have been and will continue to be innovations in subdivision design and management of land uses, building materials and building codes. The City further recognizes that its standard methods for the protection of the Public health, safety, morals and general welfare may be altered from time to time to address advances in technology and changes in social practices and thought.

As such, approval of a development proposal via the Planned Unit Development (PUD) permits the City to vary from the strict enforcement of its Development Code, provided one or more of the following objectives will result:

1. Innovations in residential development to the end that the growing demands for housing at all economic levels may be met by recognizing greater variety in tenure, type design and siting of dwellings and by the conservation and more efficient use of land in such development;
2. Higher standards of site and building design through the use of trained and experienced land planners, architects and landscape architects.
3. More convenience in location of accessory commercial and service areas;
4. The preservation and enhancement of desirable site characteristics such as natural topography and geologic features and the prevention of soil erosion;
5. The creative use of land and related physical development, which allows a phased and orderly transition of land from rural to urban uses;
6. An efficient use of land resulting in smaller networks of utilities and streets thereby lower housing costs and public investments;
7. A development pattern in harmony with the objectives of the Comprehensive Guide Land Use Plan;
8. A more desirable environment than would be possible through the strict application of zoning and subdivision regulations of the City;
9. A process which gives the land owner and developer reasonable assurance of ultimate approval before expending complete design monies while providing officials with assurances that the project will be consistent with community objectives;
10. A technique which responds in a flexible manner to the land use categories defined on the Comprehensive Guide Land Use Plan.

ATTACHMENT B

Information to be included with Development Stage Application

Each of the following plan sheets or submission components shall be drawn to scale acceptable to City staff (the name, firm, address and telephone number for each person responsible for preparing the plan sheets shall be noted on the plans):

1. **Proposed Land Use and Phasing Plan:** This component shall include the following information: location of and percent of site coverage for proposed buildings and land uses; building dimensions; number of units per acre for residential uses; building and parking lot setback distances to the nearest one foot; location and percent of site in open space and ponding areas; location and percent of site in streets, driveways and trails, and general plans for parking lot striping, lighting, landscaping and freestanding signs.

The estimated construction schedule shall be provided for the development including any phased construction. schedule shall be provided for the development including any phased construction.

(Refer to the Development Code land the Site and Building Elevation Plan Approval Application for design details).

2. **Public Facilities and Grading Plan:** This component shall include the following information: the location, depth and size of all existing and proposed sanitary sewer, storm sewer and city water facilities; and a grading plan that shows existing and proposed contour data at an interval of not more than two feet.
3. **Proposed Building Elevation:** This component shall include drawings or plans that show: general building elevations, indicating the type and color of construction materials; building height; roof-top screening; building footprint dimensions; and, the general floor plan(s). If a sign(s) will be attached to an elevation(s), the general location, materials and colors should be illustrated and dimensioned.
4. **Subdivision Component (if applicable):**

(Refer to the applications for minor or major subdivision).